

Day One: Wednesday 11 November

11.45 **Logging on** and informal chat

12.00 **Welcome** from SI Chair Paula Clarke Bain and SI President Caroline Sanderson

12.15 **Session 1: *The book (and index) commissioning process***

In-house editors and a freelance project manager will enlighten us on how the index fits into the whole publishing schedule and what determines whether an index is included and who is responsible for preparing it.

13.15 **Session 2: *Working together***

(a) Mentoring: a group of mentors and mentees will recount their experiences of working together under the SI mentoring scheme, emphasising the benefits for both parties.

Followed by

(b) Team indexing: a team of American indexers will explain how they coordinated the indexing of a major time-sensitive document, ensuring inter-indexer consistency.

14.15 **Session 3: *Software (Index-Manager, SKY, Cindex, Macrex, Draftable, Picardy)***

This session will look at the changing software landscape, covering some of the issues that were raised in the recent survey of SI members as well as looking at two new programs that indexers may be interested in – Draftable and Picardy.

15.30 **Session 4: *Quiz***

As a break from the serious stuff, and working in small teams, give your brain a workout with this short quiz.

16.30 **Session 5: *AI update***

Tanya Izzard (SI) and Michele Combs (ASI) will give us an update on current developments in AI as they impact indexers and indexing and discuss what we could and should be doing about them.

17.45 **Session 6: *Collaborative peer review***

An innovative new session in which several pairs of indexers (one experienced and one relatively new) report on how they tackled the indexing of the same document, appropriately on the topic of collaboration. The methods they use to work together should be as interesting as the indexes themselves.

18.30 **Closing remarks and close of Day One**

The Zoom link will remain open for an hour, with optional breakout rooms for continuing the conversation on issues raised during the day (or just simply catching up with old friends).

Note: programme details are provisional and timings are approximate. There will be breaks of 15 minutes between most sessions and a longer break (30 minutes) before Session 5.

Day Two: Thursday 12 November

09.45 **Logging on** and informal chat

10.00 **Session 7: *Making Tax Digital for Income Tax***

Andy Levett from H W Fisher will take the mystery out of the new taxation requirements that will be affecting more and more UK indexers over the next few years.

(A separate breakout room will be available for any conference delegates not liable for UK Income Tax and those who do not wish to attend the presentation.)

10.45 **SI AGM/free-chat for non-members**

11.15 **Session 8**

(a) Marketing: Ruth Martin and Tanya Izzard will focus on two of the main marketing tools that indexers should be using – their society's professional directory and their personal business website.

Followed by

(b) Part-time indexing: Ann Kingdom and a panel of indexers who combine freelance indexing with a variety of other jobs will look at the pros and cons of this way of working.

12.45 **Session 9: *International cooperation***

Around the world, indexers are embracing collaboration in a variety of ways. A series of short presentations (by speakers from different indexing societies) will cover:

ICRIS (Caroline Diepeveen, NIN and SI)

The international indexing website (Madeleine Davis, ANZSI)

The multilingual dictionary project (Jochen Fassbender, DNI)

The Indexer: the international journal of indexing (Ann Kingdom, SI/Mary Coe, ANZSI)

13.15 **Session 10: *Working smarter: tools for the well-equipped indexer***

Pierke Bosschieter (SI and NIN) explores some of the devices and gadgets she has found particularly useful in making the life of an indexer a little easier and more comfortable.

14.15 **Session 11 (parallel breakouts):**

Winding down/role of retired indexers

Client management for new indexers

Subject/genre specialisms (to be confirmed)

15.15 **Session 12: *Collaboration with authors and publishing professionals***

Sometimes indexers need to work closely with authors or publishing professionals, for instance on an unusual project or to salvage a crisis. Ruth Martin and colleagues will share some of their experiences..

16.00 **Closing remarks and SI 2027 conference announcement**

The Zoom link will remain open for another hour.

Note: programme details are provisional and timings are approximate. There will be breaks of 15 minutes between most sessions and a longer break (30 minutes) before Session 9.